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AGGARWAL COLLEGE BALLABGARH
A Post Graduate Co-educational College Accredited A++ (CGPA: 3.57) by NAAC
ISO 9001: 2015 & ISO 14001:2015 certified
College with Potential for Excellence (CPE) Status by UGC
Affiliated to M.D. University, Rohtak

Staff Welfare Policy





Aggarwal College Ballabgarh

Established in 1971 and Affiliated to M.D. University, Rohtak)

Accredited 'A++' by NAAC with CGPA 3.57

Name of the Policy/ Guidelines	Staff Welfare Policy
Short Description	Policy and guidelines on welfare measures applicable to teaching and non-teaching staff
Scope	This policy is applicable to all faculty and non-teaching staff of the Aggarwal College Ballabgarh
Policy status	Original Revised <input type="checkbox"/> <input checked="" type="checkbox"/>
Date of approval of Version 1	
Revision No.	0
Brief description of last revision	Not Applicable
Date of approval of current revision	Not Applicable
Effective date	
Approval Authority	Governing Body
Responsible officer	Principal

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Introduction:

The employees need a stimulus and support to meet their requirements and have a comfortable life for themselves and their families. The welfare measures and social security benefits are an attempt in this direction of supplementing the wages of the employee by providing him or her extra facilities and benefits. These benefits include social security measures which contribute to employees' welfare such as **insurance, provident fund, gratuity, maternity benefits, retirement benefits**, etc. These benefits and measures can be statutory as well as on a voluntary basis. Employee welfare schemes are in the interest of the employees, employer and the society as a whole. It enables them to perform their work in healthy and conducive environment.

Objectives:

The framed policy is displayed to make the employees aware of the welfare measures, it helps the employees:

- To improve the life of the working class.
- To bring about holistic development of the worker's personality.
- To identify the objectives and merits of Employees' welfare measures and social security benefits.
- To identify the laws and rules that prescribe welfare measures and security benefits.
- Welfare amenities within the premises of the establishment (intramural).
- Welfare amenities outside the establishment (extramural).
- Voluntary welfare, amenities.

Definitions

1. "College refers to Aggarwal College Ballabgarh (A Post Graduate Co-educational College Aided by Haryana Govt.)
2. "Staff welfare measures" refers to the various services, benefits and facilities offered to the employees by the employer. It includes anything that is done for the comfort and improvement of employees and is provided over and above the salary/ wages.

This **policy** is applicable to all faculty and non- teaching **staff** of the **college**

Policy statements

The following welfare measures and benefits are available for all teaching and non-teaching staff working in Aggarwal College Ballabgarh

1. Retirement benefits:

- a) **Provident Fund:** Employees are eligible for Provident Fund benefits as per the provisions of the "Employees Provident Funds and Miscellaneous Provisions Act, 1952" and the scheme framed thereunder by the Govt. of India from time to time.
- b) **Gratuity:** Employees are eligible for gratuity benefits as per the provisions of "Payment of Gratuity Act, 1972" and the rules framed there under.

2. Family Benefits:

Personal Accident Insurance: All employees are covered under Personal Accident Insurance scheme whereby the immediate family/nominee of the employee will be eligible for an assured sum of Rs.5 lakh in case of death or permanent total disability while in service.

3. Health care benefits:

- a) **E.S.I:** Employees are eligible for medical benefits as per the provisions of the "Employees State Insurance Act, 1948" and the rules framed there under.
- b) **Medicare benefits:** Employees who are not covered under ESI are provided subsidized health care in the multi-specialty SSB Heart and Multispecialty Hospital and QRG Health City, Faridabad. Privileged health cards are issued and Subsidies are offered on investigations, room rent, and other charges.
- c) Comprehensive dental check-up is offered free of cost to all employees
- d) Free mammography for screening of breast cancer is offered to women employees of the College.

4. Maternity leave benefit:

Women employees are entitled to 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), twice during her entire service, based on the Maternity Benefit (Amendment) Act, 2017. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.

5. Earned Leave encashment:

Teaching and Non-teaching employees under aided posts are entitled for earned leaves (10 and 30 earned leave (EL) respectively are credited per year) which can be accumulated up to a total of 300 days.

6. Fee concession for employee children:

Employee children are eligible for tuition fee concession, on the basis of need-cum- merit, if admitted to the constituent institutions under the AVPS group.

7. Qualification Allowance:

Employees who upgrade their educational or professional qualification during service, become eligible for additional increments.

8. Interest free loan facility for employees for the following reasons:

- a. Marriage of self
- b. Marriage of children
- c. House construction
- d. Wheat Loan
- e. Purchase of Vehicle etc.

9. Academic support measures for teaching staff:

a. Deputation to conferences/ seminars/ workshops:

Financial support for employees attending seminars/ conferences/ workshops/ academic meets etc., including payment of registration fee, hotel stay and travel expenses at national and international destinations. The absence shall be considered as Special Casual leave/Academic Leave.

b. Academic/Duty Leave:

Employees are deputed for short term training Programmes that are relevant to the department where the employee is working and are useful to the Institution as well. Duty Leave for the same is also granted.

c. Sabbatical leave:

There is a facility for deputing Employees for higher studies provided that it is an advanced course offered by a recognized University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution as per affiliating university (M.D. University Rohtak) norms.

Employees are eligible for Sabbatical Leave for one or more of the following purposes:

- i. to conduct research or advanced studies/ training in India /abroad;
- ii. to write text books, standard works and other literature;

iii. to visit or work in industrial concerns, institutions of excellence and technical departments of Indian/ Foreign Government/Institutions of excellence to gain practical experience in their respective fields or deputation from the University;

iv. Any other purposes for the academic development of the staff as approved by the Governing Body.

10. Reimbursement of membership fees of professional bodies:

Faculty members are offered reimbursement of membership fees for recognized academic/ professional bodies/ associations.

Benefits in Place
➤ Insurance of all the employees of the college
➤ Interest Free Loan scheme for the College employees
➤ Financial assistance to teachers under PTAC Scheme (Duty Leave, Registration Fees, TA and DA, Membership Fees)
➤ Free Wi-Fi
➤ ESI and PF Facility
➤ Maternity Leaves
➤ Medical Facilities and Aid (MoUs with Corporate Hospitals where concession is given in OPD and Tests)
➤ Dress to Group IV Employees
➤ Medical reimbursement in case of Accident/Injury at workplace
➤ Helping the Family of the Deceased
➤ ATM and Bank Facility on the Campus
➤ Interest free Wheat Loan
➤ Advanced Salary to staff in case of on-receipt from the Government

11. Financial Assistance for Research Projects:

We humbly propose that the faculty who are engaged in Research Work and take up minor/major research project may be provided financial assistance.

12. Employees Redressal Mechanism

There is a mechanism for the employees, to resolve their issues/grievances within fifteen days from the date of receipt of complaint, assessing the merits and demerits on the basis of which redressal is done as per the college/university/state rules and regulations. Cases are disclosed only to those who have a legitimate role in solving the case. Employees can lodge their grievances in writing to the Head of the Institute. If the grievance redressal process is not initiated within 15 days, the employees may submit their application to the President, Governing Body, Aggarwal College Ballabgarh.

A Committee of the following Staff Members is hereby constituted to prepare the Policy FOR EMPLOYEE BENEFITS AND WELFARE SCHEMES. The committee is required to submit the report within 15 days from the date of notification of the committee.

Members of the Committee: Preparation of the policy for "Employee Benefits and Welfare Schemes"

1. Sh. Vinod Kumar Mittal
(General Secretary, Aggarwal College Governing Body)
3. Ms. Kamal Tandon
Associate Professor in English
5. Dr. Ram Chander
Librarian

2. Dr. K.L.Kaushik
(Member Secretary)
4. Dr. Naresh Kamra
Bursar
6. Mr. Manmohan Singla
Deputy Supdt.